

MOCK INTERVIEW PREPARATION SHEET

It is recommended that you print all of your interview documents on the same resume paper. Print the documents the **day before** your interview. If you do not have access to a home printer, here are places on campus where you can print your resume. **You may not print on the day of your mock interview.**

1. **Career Services** – not on the day of your mock/real interview and you have to bring your own resume paper. There is only one student printer available so you may have to wait.
2. **Classrooms** – not on the day of your mock interview and you have to bring your own resume paper.

Please note- you will not be able to print your resume in the LLRC at any time

Please make sure that the custom letterhead you developed with your contact information appears the same on all document headers. The font should be the same on all documents. Plan ahead and bring more copies than there are interviewers just in case they want to keep an extra one or there is another interviewer that unexpectedly shows up. We recommend bringing 2-3 resumes to your mock interview.

You will be presenting your resume to each employer in the interview. Hand them each a copy once you have arrived at the interview location and before the interview has begun. Do not wait to be asked for your resume. Offer it to the employer before they have to ask.

You will be using the job posting given to you in class in week 4. Customize the objective and anything else that applies to the job description. Proofread – you are responsible for the final content of your resume, even after it has received final approval from Career Services!

You may also present the following documents. It will be good practice to prepare these documents but they are optional. If you do choose to present any or all of the documents, paper clip...do not staple...them to your resume.

1. Cover Letter - must be customized to fit the job posting. Proofread!
2. Professional References
3. Letter(s) of Recommendation

The following are for your own use in your portfolio (or other professional looking folder):

- 5 questions to ask the interviewer (industry/job/company related)
- Any notes on company research (if company is identified) or other materials
- Additional materials if applicable, such as certificates, licenses, etc.
- Note paper and pen/pencils

(Remember do not read directly off the paper, only glance down to refer to it.)

DO NOT bring your cell phone, ID badge, backpack, or other unnecessary items. A small purse if okay as long as it compliments your outfit.

Remember, if you are late, you may not have the opportunity to interview. Arrive 10 minutes early!